



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Teachers Retirement System Accounting and Membership Division Suite 400 Two Northside 75 Atlanta, Georgia 30318	Application Number 80-392	Date Received NOV 17 1980
Application Number 1		Date Completed DEC 2 1980	
2. Person to Contact Bob Hasser		Working Title Systems Manager	Telephone Number 656-2954
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1945	5. Records Series Title (followed by title used in office, if different) QUARTERLY & MONTHLY SCHOOL SYSTEM REPORTS & SUMMARIZATIONS FILES		
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Teachers Retirement System administers the retirement system for all teachers and administrative personnel as defined in Ga. Code 32-2901: and performs accounting and investment services, through contract, for the Georgia State Employees Retirement System. The Accounting and Membership Division enrolls members of the Employees and Teachers Retirement Systems; maintains member accounts; edits and processes monthly reports on member and employer contributions; and maintains general and subsidiary accounting records for the Georgia State Employees Retirement System and the Teachers Retirement System.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: certifying payroll deductions for retirement contributions. Included are: computer printouts showing members, contributions, cumulative totals, and summarizations of total salaries and employers contributions as follows: Computer run # TR8064-01, Quarterly Contributions Turnaround Report; Computer run # TR8064-02, Member Quarterly Report; Computer run # TR8064-03, Members Not On Quarterly Contribution Report; Computer run # TR8064-04, Summarization of Contributions; computer listing "Summarization of Monthly Report, TR8023R1; SI600-1, monthly report from Department of Education.			
File is arranged: chronologically by fiscal year; thereunder by assigned State Agency number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old daily ; Seven to twelve months old daily ; Thirteen to twenty-four months old daily ; twenty-five months and older daily ; SECURITY COPY: As needed for duplicates			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 60 rolls/16mm			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy, <u>annually for members</u>
X		h. Is there a duplication of this series in your office, or in another office or agency? PARTIALLY DUPLICATED IN If yes, where? <u>LOCAL SCHOOL SYSTEM AND DEPARTMENT OF EDUCATION.</u>
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	<u>1</u> years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>100</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

records needed for life of member and/or lifetime of beneficiary

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

TAPE: After posting to data base, return to user.

PRINTOUTS: Cut off file at end of each fiscal year and microfilm; then destroy paper after verifying microfilm.

MASTER MICROFILM: Transfer to State Archives for security retention, hold 100 years; then destroy.

DUPLICATE MICROFILM: Hold in current files area until no longer needed for reference, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>Donald S. Biller</i>	Date <i>11-13-80</i>	Records Management Officer (Signature) <i>Robert J. Williams</i>	Date <i>11-13-80</i>
80-392 Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) <i>[Signature]</i>	Date <i>11-26-80</i>
State Auditor/Designee <i>[Signature]</i>		Secretary of State/Designee <i>Carol Hart</i>	<i>11-25-80</i>
Attorney General/Designee <i>[Signature]</i>		<i>[Signature]</i>	<i>12-1-80</i>